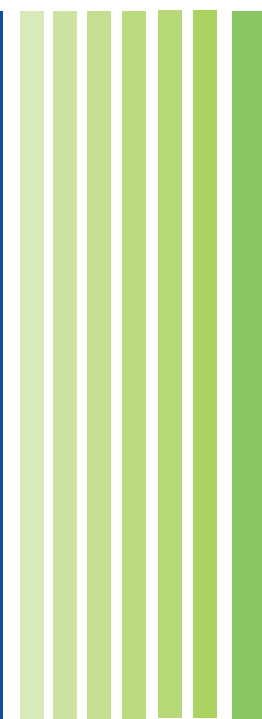




City of  
**Los Banos**  
*At the Crossroads of California*

# Assistant Public Works Director





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## LOS BANOS COMMUNITY

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We're very proud of our family-oriented community, which has maintained a small-town atmosphere while accommodating thriving residential and economic growth.

Centrally located at the "Crossroads of California," Los Banos is much more than meets the eye. From bird watching to water skiing, fishing to elk watching, Los Banos offers thousands of acres of recreational fun and enjoyment opportunities for the young and young at heart.

The City of Los Banos, population 47,347, is situated on the west side of Merced County and is the county's second largest city. The City is conveniently located in the center of California and is about two hours from the cities of San Francisco, Oakland, and Sacramento, as well as Yosemite National Park. California's Monterey Peninsula and the Pacific Ocean are accessible in one and a half hours, as well as the Valley's major cities of Stockton and Fresno. The Silicon Valley is just over an hour's drive away.

A combination of new enterprise, local government, and agriculture-based operations all contribute to the City's economy, which continues to provide residents with a variety of amenities to enjoy. In addition to public services, including water, sewer, parks and recreation, and strong public safety departments, the City of Los Banos also offers a variety of retail and entertainment venues for its residents. With its rich culture, prosperous business community, and thriving agricultural industry, you'll find a family-friendly environment ideal for work or play.

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## THE GOVERNANCE

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Los Banos is a full-service city dedicated to partnering with the community to provide excellent services and amenities. With a Council-Manager form of government, it has an elected Mayor, four City Council Members, City Clerk, and City Treasurer. The Mayor serves a two-year term while Council Members serve four-year terms with half of the Council seats open for election every two years.

The City Manager oversees an organization with approximately 180 employees across several departments including Fire, Police, Public Works (including the Los Banos General Aviation Airport), Parks & Recreation, Community & Economic Development, Building, Human Resources, and Finance. The General Fund Operating Budget is \$25.3M for FY 2023-2024, with a total budget of \$110.8M.



For more information about the City of Los Banos, please visit: [www.losbanos.org](http://www.losbanos.org).

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## THE IDEAL CANDIDATE

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The ideal Assistant Public Works Director candidate is a visionary, strategic, and empathetic leader who is an effective communicator and will assist the Public Works Director in managing and directing the Engineering Division. The successful candidate will have a proven track record of developing goals and objectives, and demonstrate expertise in organizing, directing, advising, and assisting the activities of the Engineering Division, including the preparation of plans and specifications, engineering design, drafting, surveying, reduction of survey notes, public works inspections, public works engineering office activities, and field engineering. Under the direction of the Public Works Director, the ideal candidate will make policy recommendations on City standards and codes, regarding traffic, infrastructure, and public works activities. The experienced candidate will assume management responsibility for assigned engineering activities and operations of the Division including conducting traffic engineering and transportation planning studies, preparing traffic control plans, and making sound recommendations for improved traffic control services.

**Essential duties and required skills include but may not be limited to the following:**

- Administers construction contract activities and construction operations.
- Manages and delegates design work through consulting engineering firms, which includes the preparation of design data and official cost estimates.
- Implements long range and immediate plans and objectives of the City, and formulates into specific capital improvement plans.
- Maintains City-wide capital improvement plan schedule; evaluates plans to ensure they are meeting planned scope of work, schedule, and budget; performs field reviews of project activities.
- Participates in conferences and discussions with various field representatives for the purpose of reviewing potential problem areas.
- Provides engineering expertise, guidance and planning for the City's construction program; provides technical and professional guidance to all assigned personnel.

- Prepares revisions to plans, reports, and specifications for approval by the Public Works Director/City Engineer.
- Ensures operational and administrative completion before transferring projects from construction phase to operation and maintenance status.
- Attends various meetings and coordinates with other City departments and various local, state, and federal agencies regarding implementation and explanation of new programs, problem resolution, and explanation of policies and objectives of the City.
- Provides recommendations for the development of revenue programs which recover the City's cost of providing engineering services.
- Performs preliminary engineering review and consultation on various public and private projects with various developers, designers, and project engineers; reviews maps, plans, specifications, and projects for compliance with sound engineering practice and existing laws; and reviews initial studies and environmental impact reports for adequate mitigation of infrastructure impacts.
- Negotiates, in conjunction with other City management, all developer agreements and reimbursement agreements, in order to provide for the orderly and equitable administration of developer contributed assets.
- Develops and implements City standards and procedures for engineering related functions; maintains City's construction records.
- Prepares and presents comprehensive technical reports and economic analysis, including the comprehensive Fee Schedule analysis and comparison studies, estimates for operational and capital budgets, manpower projections and traffic safety, and engineering analyses. Compiles annual Public Works Department fee schedule and listings of fees to build, plans and schedules long-range engineering, planning programs, and environmental impact reports.
- Prepares city policies and guidelines for engineering activities including the installation of traffic control devices, traffic calming policy, pavement markings, street lighting, and various studies to meet the operational needs of the City.
- Selects, trains, motivates, and evaluates engineering personnel; provides or coordinates staff training; works with employees to correct deficiencies; prepares performance evaluations, professional development plans, and performance improvement plans.
- Manages the City's construction inspection services which include the collection of fees.
- Oversees inspection work orders and proper receipt of assets; monitors development activities as necessary to ensure that easements, land and other assets are transferred into the City's name.
- Plans, organizes, coordinates, directs, and/or conducts administrative and Assistant Public Works Director management studies relating to the City's Public Works Assets and Services.
- Coordinates planning, analysis, and development of special projects and studies related to Public Works Assets and Utilities.
- Works closely with Operations to optimize designs that enhance the City's ability to reduce operating and construction costs while maintaining flexibility and reliability.



- Coordinates and collaborates with other functional departments to ensure that the Public Works Department goals and objectives are properly aligned with those of the City.
- Develops and implements division work plans; assigns work activities, projects and programs; monitors workflow; reviews and evaluates work products, methods, and procedures.
- Prepares division budgets; assists in budget implementation; participates in the forecast of additional funds needed for staffing, equipment, materials, and supplies; administers the approved budget.
- Builds and maintains positive working relationships with co-workers, other City employees, and the public using principles of good customer service.
- Maintains skills through continuing education and training.
- Acts for the Public Works Director/City Engineer in the Director's absence.

**Key Priorities and Attributes:**

- Organize, direct, and implement a comprehensive public works program.
- On a continuous basis, analyze budget and technical reports; interpret and evaluate staff reports; know laws, regulations, and codes; observe performance and evaluate staff; problem solve department related issues; remember various rules and procedures; and explain and interpret policy.
- Prepare and administer a budget.
- Supervise, train, develop, and evaluate personnel.
- Interpret and explain Department policies and procedures.
- Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals. Gain cooperation through discussion and persuasion. Understand and follow both oral and written instructions.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Communicate clearly and concisely, both orally and in writing.
- Prepare and present staff reports at City Council meetings, commission meetings, and other public meetings.
- Attend City Council meetings and commission meetings when required.



## MINIMUM QUALIFICATIONS

A combination of the education, experience, and training equal or equivalent to the following:

- Minimum of four (4) years of increasingly responsible experience in a public works environment.
- Minimum of two (2) years of management responsibility.
- Bachelor's degree from an accredited college or university in Civil Engineering or a closely related field.
- Possession of a valid Certificate of Registration as a Civil Engineer issued by the California State Board of Registration for Professional Engineers.

## SALARY AND BENEFITS

**The current salary for the Assistant Public Works Director: \$114,324 – 145,896 Annually D.O.E.**

The City provides a comprehensive benefit package to employees. A summary of key benefits is listed below.

The excellent benefits package includes:

- Retirement: California Public Employees' Retirement System (CalPERS).
- Health Insurance: City pays approved health insurance premium through CalPERS for employee only and partial dependent costs.
- Dental and Vision Insurance: City pays approved dental and vision insurance premiums for employee only and partial dependent costs.
- Life Insurance: City provides \$50,000 life insurance coverage for employee only, buy-up options are available.
- Vacation Allowance: Two (2) weeks paid vacation after one (1) year, three (3) weeks after five (5) years, four (4) weeks after fifteen (15) years of employment.
- Sick Leave: Accumulated at a rate of one (1) day per month with no maximum accrual.
- Deferred Compensation: Option to participate in plans through Empower, Nationwide Solutions, or Mission Square.

View full list of benefits: [Human Resources – City of Los Banos](#).



## APPLICATION PROCESS AND RECRUITMENT SCHEDULE

**This position will be Open Until Filled.**

To be considered, please electronically submit your resume, cover letter and a list of five professional references (references will not be contacted in the early stages of the recruitment) to: <https://koffassociates.com/los-banos-asst-pwd/>

Resumes should reflect years and months of positions held, detailing experience, and demonstrated career accomplishments relevant to this position along with the application.

For additional information please contact:



Koff & Associates  
A Gallagher Company

Amanda Kreller  
(707) 687-2194

[amanda\\_kreller@ajg.com](mailto:amanda_kreller@ajg.com)

Website: <https://koffassociates.com/>

The successful candidate must pass an employment background check, including a Department of Justice criminal records check. The successful candidate may also be required to pass a post-offer medical examination, which includes a drug test.

Resumes will be screened based on the criteria outlined in this brochure. Candidates with the most relevant qualifications will participate in a phone screen with the assigned recruiter. Koff & Associates will then present their findings in a report to the City. The City will then select candidates who will be invited to participate in a formal, in-person interview process.



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